

EDITED TASK LISTING

CLASS: TRAINING OFFICER I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Coordinate and facilitate training for Department of Corrections and Rehabilitation (CDCR) employees through consultation, program design and direct conduct of training courses and conferences to include top and middle management development, professional technical training, specialized training, refresher and orientation programs according to Penal Code, Legislative Mandates, Department policies and procedures and Corrections Standards Authority (CSA).
2.	Securely maintain electronic and hard copy records (e.g., class records, instructor resumes, lesson plans, testing materials, etc.) for CDCR training using automated systems to comply with State of California Records Retention Schedule per State Administrative Manual (SAM).
3.	Perform necessary administrative duties (e.g., Budget Change Proposal [BCP]/Budget Concept Statement [BCS], memos, contracts, statistical reports, budget recommendations, procurement procedures, etc.) using a computer, printer, fax machine, photo copy machine, etc. as directed, for management to ensure that departmental training needs are met according to Department policies and procedures.
4.	Represent CDCR (external and internal) as a training expert in the analysis, design, implementation and evaluation of training programs covering a wide variety of topics using standardized, updated methodology as requested by management.
5.	Act as liaison with institutions, parole regions, Headquarters' staff and outside entities pertaining to training issues to ensure compliance with Penal Code, Legislative Mandates, Department policies and procedures and CSA standards through personal contacts using telephone, e-mail, fax, correspondence, on-site visit, regional and statewide meetings, etc. as needed and/or upon request.
6.	Interpret civil service laws, rules, regulations, legislative and court mandates, labor contracts, CDCR policies and procedures, etc., in order to gain an understanding, determine impact (if any) and appropriately apply to training related matters by developing recommendations to management using Departmental Operations Manual (DOM), State Administrative Manual (SAM), Institutions and Camps Manual (I&C), Penal Codes, Department of Personnel Administration (DPA) Rules and Regulations, court orders, welfare and institution codes, California Code of Regulations (CCR), Memorandum of Understanding (MOU), etc. as needed and/or directed.

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7.	Monitor and evaluate the quality of new and existing programs used within CDCR and outside entities in order to implement changes to ensure quality, consistency, and appropriateness of content and delivery by auditing classes, reviewing lesson plans, analyzing test results and participant/instructor evaluations, etc., to promote continuous quality improvement, as necessary.
8.	Communicate in a professional and effective manner with others (e.g. institution staff, parole staff, Headquarters' staff, vendors/contractors, colleges, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, as needed.
9.	Deliver relevant and effective oral presentations to groups (small and large) to provide information, instruction, facilitation, etc., utilizing various training tools, equipment, and aids, as appropriate.
10.	Develop new training procedures and modify existing procedures to provide or clarify direction for CDCR staff and managers using DOM, SAM, I&C manual, Penal Codes, DPA Rules and Regulations, court orders, welfare and institution codes, CCR, MOU, etc., as directed by management.
11.	Plan, implement, and evaluate training needs assessments in order to identify what training is needed for individuals or organizations using standard needs assessment methods (e.g. surveys, focus groups, evaluations, Subject Matter Experts (SMEs), commercially available instruments, etc.) as directed by management.
12.	Design effective training interventions (e.g. classes, activities, programs, exercises, simulations, etc.) in order to improve individual and organizational performance using adult learning principles (e.g. media, experiential learning, activities, modality, etc.) as directed by management.
13.	Develop learning materials (e.g. handouts, job aides, Power Point presentations, mock ups, instructor guides, participant guides, etc.) in order to improve individual and organizational performance and enhance the learning experience using computers, software, copy machines, etc. as needed.
14.	Develop marketing materials (e.g. flyers, catalogs, bulletins, informational brochures, Web pages, etc.) in order to advertise courses or programs being offered using computers, software, copy machines, etc. as directed by management.
15.	Implement training programs to improve individual and organizational performance and deliver training programs on time and within budget using project management tools (e.g. timelines, Gantt charts, resource lists, etc.) as directed by management.

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16.	Evaluate training programs to assess the effectiveness, identify opportunities for change or improvement, and maintain program fidelity using surveys, focus groups, commercial evaluation tools, participant evaluations, multi-level evaluations, etc. as needed.
17.	Respond to inquiries from students, management, vendors, etc. to provide or clarify information using telephone, e-mail, written correspondence, etc. as needed.
18.	Schedule courses, instructors, and students in order to provide training classes using proprietary and non-proprietary automated computer programs (e.g. Excel, Foxpro, Word, Training and Information Management System [TIMS], etc.) as needed.
19.	Research the availability of training opportunities (e.g. classes, online, conferences, etc.) to address identified needs using the Internet, catalogs, other State agencies, vendor bulletins, etc. at the direction of management.
20.	Keep up with current trends and best practices in Human Resources development in order to provide the most effective and cost efficient training programs by attending training, reading current journals, books and magazine articles, researching on the Internet, participating in professional organizations, etc. on an on-going basis.